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# MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of  
interest to USDA management

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NEW CHIEF IN UNIVERSITY AFFAIRS.....Dr. Yvonne Blanchard-Freeman has been designated as the Chief of the University Affairs Branch, Equal Employment Opportunity Division, OEO. In that capacity, she will assume responsibility for establishing and strengthening liaison relationships between USDA and land grant institutions. She will also be responsible for providing legislative interpretation program development, curriculum design and technical assistance in proposal development for 1890 schools in an effort to increase the participation of these schools in USDA programs.

Dr. Blanchard-Freeman has extensive experience as a teacher in public schools and colleges, a school administrator, researcher, policy analyst and Federal program manager. She most recently served as the Assistant Director of the National Council for the Accreditation of Teacher Education where she was involved in developing standards for program accreditation and researching the relationships between accreditation and eligibility for Federal funding for historically black colleges.

USDA MANAGEMENT/SUPERVISORY TRAINING PROGRAMS.....FY 1981 agency participant projections for the Department's five managerial/supervisory training programs are up 57% over FY 1980. Individual course participant projections are as follows:

- Activities of Management and Personnel Support (AMPS) - 489
  - Advanced Manager's Workshop (AMW) - 333
  - Basics of Supervision (BOS) - 424
  - Executive Workshop in Agri-Dynamics (EXAD) - 293
  - Problem Solving and Decision - Making (PSDM) - 505
- (Contact: John Kizler, OP, ext. 76977)

USDA VEHICLE FLEET DATA.....The Department owns 33,036 vehicles, 17.5% of the total Federal civilian agency fleet (excluding the Postal Service), according to the 1979 Federal Motor Vehicle Fleet Report published by GSA.

The USDA vehicles operated 17.5% of the total miles reported by civilian agencies, an average of 8,932 miles per vehicle year. This was 2,026 miles less than the total civilian agency fleet average. For sedans only, USDA averaged 11,049 miles per vehicle year, 2,302 miles less than the average.

USDA vehicles used an estimated 22,872,000 gallons of fuel (17.9% of the total use by civilian agencies) and averaged 13.1 miles per gallon. This was 0.5 mpg more than the average for all vehicles.

In addition to these owned vehicles, the Department leases 3,260 vehicles (71.2% of total civilian agency leases). (Contact: Harold Franklin, O&F, ext. 73141)

COMMERCIALLY LEASED VEHICLE PROGRAM.....Hertz Car Leasing Company was the low bidder on the Departmental commercial leased vehicle solicitation and AMS, FCIC, FmHA, and FSQS have defined their initial needs for 570 vehicles. Use of commercially leased vehicles in lieu of privately owned vehicles in this pilot program will save USDA an estimated \$317,924, for the first year. In addition, cost avoidance (including an estimate of 231,442 gallons of gasoline that will not be purchased) is estimated at \$289,304. AMS managed the issuance of the solicitation for the Department and will maintain performance data. (Contact: Harold Franklin, O&F, ext. 73141)

IMPROVED EMPLOYEE TRANSPORTATION SERVICES.....An Employee Transportation Center was opened July 1 as headquarters for the new carpool/vanpool matching program known as "Rideshare." The Center has already been successful in matching riders and carpools. At present, these matchings are being done manually until the planned automated system is in operation. A full range of transportation information for employees is available at the Center in Room 1566-S; metro schedules, maps and motorcycle, bicycle and parking information. (Contact: Mary Grubb, O&F, ext. 75225)

PARKING ENFORCEMENT.....O&F is coordinating checks of the parking lots by GSA Federal Protection Service Officers assigned to USDA to ticket parking violators. Since the start of these checks, which will continue indefinitely, the number of illegally parked vehicles has dropped 90%. (Contact: Mary Grubb, O&F, ext. 75225)

YEAR-END BUYING.....OMB has recently issued a memorandum on controlling year-end buying. This memorandum provides a reminder to use public funds wisely and avoid unnecessary purchases in the last quarter of the fiscal year. Instructions requiring the close control and monitoring of purchases for the balance of FY 1980 will be issued shortly. (Contact: Doug Metzger, O&F, ext. 77527)

ADP MANAGEMENT CONFERENCE.....The sixth annual ADP Management Conference was held at the Bethesda Marriott on June 26 and 27. This year's theme, "USDA: ADP in the 80's" featured discussion groups with senior ADP managers in the Department as well as presentations by leading government and private industry executives in the computer industry. (Contact: Maxine Lewis, O&F, ext. 77823)

FEDERAL ENERGY AUDITS.....Agencies of the Department that own facilities have recently completed a two year program of energy audits for all buildings of more than 1,000 gross square feet that are heated and/or cooled. Nearly 7,000 buildings with 16 million gross square feet were audited. This is about 60% of the total of USDA owned buildings. Detailed building surveys are now underway to identify specific retrofit actions that will improve energy efficiency. Under this program, all cost effective retrofit actions are to be completed by 1990. (Contact: Bill Roth, O&F, ext. 79215)



MINORITY BUSINESS ENTERPRISE.....OSDBU is in the process of developing policies and procedures regarding participation of minorities and women in three programs: minority bank deposits, loans, and grants. Agencies have been requested to provide OSDBU with a listing of 1981 programs having minority business potential.

The Minority Bank Deposit Program Task Force held its first meeting on June 30 and a second meeting is scheduled for July 24. (Contact: Reynaldo Gonzalez, OSDBU, 755-0215)

MORE ON MT. ST. HELENS.....OSHM has been tracking the potential health effects regarding the volcanic ash from the eruption on May 18. Liaison is being maintained with USDA agencies and other governmental agencies in monitoring the airborne dusts which may produce adverse health effects. (Contact: John Teske, OSHM, 472-7074)

GRAIN HANDLING SAFETY.....OSHA has been examining the need for safety and health regulations in grain handling. As part of this effort, the Office of Safety and Health Management has obtained data from USDA agencies and submitted a composite response of safety and health hazards associated with grain handling facilities to OSHA. At this point, there is inconclusive evidence for additional regulations in the grain handling industry. Copies of the USDA response are available. (Contact: Penny Goodstein, OSHM, 472-7074)

